

**Dipsha Brahma Paul**  
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### Executive Summary

- Over **9 years experience** in HR & Administration across FMCG and Education sector.
- Proficient in handling **end to end recruitment process, training and development, payroll management and internal audits.**
- Well-versed in **MS Office and Financial Accounting Package**

### Educational Qualifications

S.N	Examination Passed	Name of Board/University	Year
1	MBA (HR)	ICFAI	2015
2	M.Com	Calcutta University	2006
3	B.Com (Hons)	Calcutta University	2004
4	Higher Secondary	W.B.C.H.S.E.	2001
5	Madhyamik	W.B.B.S.E.	1999

### Professional Experience 6

<b>Organisation</b>	<b>Bajaj Allianz</b>
<b>Designation</b>	<b>Retail Partner</b>
<b>Duration</b>	<b>From May 2022 - Present</b>

### Company Profile

Bajaj Allianz Life is one of the largest life insurance company in India. Bajaj Allianz Life commenced its operation in 2001.

### Key Responsibilities

- Responsible for increase business.

### Professional Experience 5

<b>Organisation</b>	<b>Tata AIA Life Insurance Company Ltd.</b>
<b>Designation</b>	<b>Life Planner</b>
<b>Duration</b>	<b>Sep 2021 – May 2022</b>

#### Company Profile

Tata AIA Life Insurance Company Limited is a joint venture company, formed by Tata Sons Pvt. Ltd. and AIA Group Ltd. One of the fastest growing companies in the Life Insurance sector, Tata AIA life maintained its rank no.5, based on individual weighted new business premium.

#### Key Responsibilities

- Responsible for increase business.

### Professional Experience 4

<b>Organisation</b>	<b>M/s. Metalore Overseas Private Limited, Kolkata Unit</b>
<b>Designation</b>	<b>Assistant Manager (HR &amp; Admin.)</b>
<b>Duration</b>	<b>Nov 2015 – May 2016</b>

#### Company Profile

Metalore Overseas is a Edible Oil Trading Company incorporated on October, 2001. It's Corporate Identification Number is (CIN) U51909DL2001PTC112828 and Registration Number is 112828. Metalore Overseas manufacturing mustered oil having manufacturing unit at Kota, Rajasthan. Head Office situated in Delhi and Branch office situated in Kolkata. Our Markets are spread over North East, West Bengal, Bihar, UP and Rajasthan. We are having brand name like Arika, Jalsa, Moonlite, Babbar Sher, Swarn mahek.

#### Key Responsibilities

- Responsible for **end to end recruitment process** including preparation of offer letters and appointment letters for Kolkata Unit.
- Responsible for **payroll management** of Kolkata unit.
- Responsible for **looking after day to day HR & Admin activities** including petty cash.
- Responsible for **preparation of MIS Report on daily basis**.
- Responsible for various administration activities such as administration of guest house, housekeeping management.
- Responsible for organize of monthly meeting in Kolkata unit.

### Professional Experience 3

<b>Organization</b>	<b>M/s. JVL Agro Industries Limited, Kolkata Unit</b>
<b>Designation</b>	<b>Executive – HR &amp; Administration</b>
<b>Duration</b>	<b>Sep 2012 – Nov 2015</b>

#### Company Profile

JVL Agro is an ISO 9001-2008 certified manufacturer of Mustard Oil, Refined Palm Oil, Soya Refined Oil, Vanaspati (hydrogenated Vegetable oil) having manufacturing units in Varanasi (UP), Pehleza (Bihar), Alwar (Rajasthan) & Haldia (West Bengal). It was recognized as the “Fastest-growing Vanaspati brand in 2006 and as “Emerging Company of the year 2007” by Globoil. JVL Agro was ranked amongst the top 500 companies in India by Economic Times. The company’s annual turnover was Rs. 4300 Crores in 2013-14.

#### Key Responsibilities

- Responsible for **end to end recruitment process** including preparation of offer letters and appointment letters
- Responsible for **working in close co-ordination with functional hiring managers** and various recruitment agencies to fulfill resourcing needs across the organization
- Responsible for **contract negotiation and finalization of agreement with recruitment agencies**
- Responsible for **maintaining employee database**, employee confirmation and intra-company transfers and employee exit procedures like full and final settlement
- Responsible for **payroll management** of Kolkata unit and **assisting during internal audits**
- Responsible for various administration activities such as administration of guest house, housekeeping management and organization of annual parties

### Professional Experience 2

<b>Organization</b>	<b>St. Xavier’s College, Kolkata</b>
<b>Designation</b>	<b>Clerk - Administration</b>
<b>Duration</b>	<b>April 2008 – July 2012</b>

### Key Responsibilities

- Responsible for **reviewing and shortlisting resumes** and conducting pre-employment background checks
- Responsible for **looking after day to day HR activities** such as preparing badges, passes and identification cards for staff
- Responsible for **payroll management** and **assisting in internal audits**
- Responsible for **maintaining employee database**
- Responsible for organizing company meetings and annual functions

### Professional Experience 1

<b>Organization</b>	<b>Lombard International, Kolkata</b>
<b>Designation</b>	<b>Data Entry Operator</b>
<b>Duration</b>	<b>May 2007 – Feb 2008</b>

### Key Responsibilities

- Responsible for data entry, drafting letters and quotations
- Responsible for keeping track of consignments

Date of Birth	18 <sup>th</sup> February, 1984
Sex	Female
Nationality	Indian
Marital Status	Married
Present Address	137,Sreema Road, Uttarayan, Rabindra Nagar, Dum Dum Cantonment, Kolkata-700065
Permanent Address	137,Sreema Road, Uttarayan, Rabindra Nagar, Dum Dum Cantonment, Kolkata-700065
Location Preferred	<b>KOLKATA</b>

❖ *I have taken a gap due to my baby's take care.*